

BOROUGH OF VANDERGRIFT

International Property Maintenance Code Enforcement Officer BOROUGH OF VANDERGRIFT

Summary.

Administers and enforces the adopted International Property Maintenance Code (IPMC) and ordinances of the Borough of Vandergrift and handles related work as required.

Duties.

The Code Enforcement Officer is responsible for the efficient and effective enforcement of the IPMC Code and Borough Ordinance and other ordinances and regulations adopted by Borough Council. In the capacity of Code Enforcement Officer, the employee's prime responsibility is the administration and enforcement of the IPMC and Borough Ordinances. This assignment calls for independent and evaluative thinking. Work is carried in accordance with established codes, ordinances, and regulations. Responsibilities include visiting homes and/or businesses where violations are suspect, obtaining proof of the violation and identifying the persons responsible for the violation in conjunction with the Borough Police Department and taking appropriate, lawful action to enforce the ordinance or code at issue.

Supervision.

Employee works independently in the field and makes judgment decisions requiring familiarity with regulations, the municipality's planning code and other borough codes and regulations as well as rules of evidence and rights of citizens. The work is performed under general supervision of Borough Council and Borough Secretary.

Required Knowledge Skills and Abilities.

1. The ability to read and interpret borough codes, ordinances and regulations.
2. The ability to read, analyze and interpret government regulations.
3. The ability to effectively present information and respond to questions from colleagues, clients, vendors and the general public.
4. The ability to communicate effectively, orally and in writing, including the ability to compose reports and thorough explanations for correspondence and notices.
5. The ability to analyze, appraise and organize facts and evidence.
6. The ability to read and interpret plans and blueprints.
7. The ability to testify as a witness, presenting evidence clearly and calmly and responding calmly and appropriately to intensive cross examination.
8. The ability to analyze planning and problems.
9. The ability to operate a motor vehicle and possession of a valid driver's license.
10. The ability to measure areas and distances using appropriate tools and equipment.
11. The ability to plan, organize and carry out complex tasks with limited direction or supervision.
12. Effective interpersonal skills.
13. The ability to use a personal computer.
14. Must be able to attend evening meetings and have flexible working hours.

Education and Experience.

Any combination of education and/or experience which indicates possession of the skills, knowledge and abilities necessary for the discharge of the duties and requirements of the position.

Major Job Duties and Procedures.

1. Receive and handle all matters concerning the Borough's ordinances pertaining to International Property Maintenance Code (IPMC) enforcement.
2. Handle citizen complaints relating to IPMC matters and general condition of structures within Borough.

Miscellaneous.

This is a part time position up to **20 hours per week**. Hourly wage is commensurate with experience and education. This job description does not constitute an employment agreement between the employer and employee and is subject to change by employer as the needs of the employer and the requirements of the job change. The duties listed above are intended only as illustrations and the omissions of specific statements of job duties does not exclude them from the position if the work is similar, related or a logical extension of the position.

Physical Demands and Working Conditions.

This job requires walking, sitting, standing and climbing. The job may require walking on uneven or undeveloped land sites and may expose employee to obnoxious weeds such as poison ivy, poison oak, poison sumac and to insect bites and animals or reptiles. The position requires flexible working hours as the employee will be required to attend various public meetings held during the evening hours and may need to schedule evening and weekend meetings with property owners.

Please provide an application for employment (available through Borough of Vandergrift), attach resume, with two references, to Steven J. DelleDonne, Borough Secretary, 109 Grant Avenue Vandergrift, Pennsylvania 15690. All applications must be received by the Borough of Vandergrift on or before February 28, 2017 at 12:00 noon.

The Borough of Vandergrift is an Equal Opportunity Employer.